



DEVELOPMENT SERVICES

Building Inspections, 6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 75034, Main (972) 292-5301, Fax (972) 292-5313, email: bldginsp@friscotexas.gov

CERTIFICATE OF OCCUPANCY APPLICATION

An incomplete application may delay the review process or cause denial of the application.

PERMIT NUMBER: CO1 _____ - _____

Project name	
D/B/A (if applicable)	
Project address (include suite no.)	
Nature of Business	
Renovations scheduled	(Please describe)

APPLICANT NAME & ADDRESS		EMAIL TELEPHONE FAX
BUSINESS OWNER NAME & ADDRESS		EMAIL TELEPHONE FAX
PROPERTY OWNER NAME & ADDRESS		EMAIL TELEPHONE FAX

Floor plan submitted? ☐ Yes, floor plan is included with submittal or ☐ No, written statement citing 'no changes to existing floor plan or structure' attachedBusiness/property use: ☐ Retail ☐ Wholesale ☐ Manufacturing ☐ Religious ☐ Service ☐ Distribution ☐ Office ☐ Warehouse ☐ Medical ☐ OtherIs this a new business? ☐ Yes or ☐ No Is this a change of ownership? ☐ Yes or ☐ No Is this a change of business name? ☐ Yes or ☐ No

Current Occupant Load _____

Smoking is prohibited. Please visit www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspxIs this a medical facility? ☐ Yes or ☐ No Is the building equipped with an automatic fire sprinkler system? ☐ Yes or ☐ NoWill you require a utility release prior to inspection or occupancy? ☐ Yes or ☐ No

- Electrical provider is ☐ Co Serv or ☐ Oncore
- Gas provider is ☐ Co Serv or ☐ Atmos Energy

(Note: If business is located within a Co Serv designated area, Co Serv is a cooperative and you will not be able to use a 3rd party)

AREAS:	Office space _____ sf	Restaurant _____ sf	Retail _____ sf	Sanctuary _____ sf
	Warehouse _____ sf	Manufacturing _____ sf	Other _____ sf	Square feet used for storage _____ sf
	Does this include 'fixed seating'? <input type="checkbox"/> Yes or <input type="checkbox"/> No How many in 'fixed seating' area? _____			
	Does this include 'patio seating'? <input type="checkbox"/> Yes or <input type="checkbox"/> No How many in 'patio seating' area? _____			
TOTAL	SF _____			

Please select: ☐ **YES**, if the occupancy / business involves storage, sale or use of the following: (Please check all applicable – below.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Flammable or combustible liquids (10 gallons or more) | <input type="checkbox"/> Poisonous / hazardous chemicals/acids |
| <input type="checkbox"/> Alcohol beverages | <input type="checkbox"/> Floor drains in building | <input type="checkbox"/> Recycling waste |
| <input type="checkbox"/> Bales of loose combustible fibers | <input type="checkbox"/> Food and/or beverage processing, storage or sales | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Cellulose nitrate film | <input type="checkbox"/> Food products | <input type="checkbox"/> Vehicle repair or garage |
| <input type="checkbox"/> Compressed gas | <input type="checkbox"/> High piled stock (over 12 feet in height) | <input type="checkbox"/> Vehicles within building/structure |
| <input type="checkbox"/> Dry cleaning (flammable solvents) | <input type="checkbox"/> Liquid propane | <input type="checkbox"/> Welding or cutting |
| <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Magnesium | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Explosives or ammunition | <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> X-ray development |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other hazards (specify on the line provided below) | <input type="checkbox"/> Medical equipment |

Other hazards (please specify) _____

☐ **NO**, the occupancy or business does NOT involve storage, sale or use of the any of the above-noted. _____ initials**(A) FOOD ESTABLISHMENTS ARE REQUIRED TO COMPLETE A HEALTH PERMIT APPLICATION AND SUBMIT TO HEALTH & FOOD SAFETY.** If you have health-related questions, please contact Health & Food Safety at (972) 292-5304 or via email to health@friscotexas.gov.**(B) SIGNS:** Please review the current Sign Ordinance at www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx for submittal and permit requirements.☐ I hereby verify all sections of this application are completely filled out and accurate._____
APPLICANT'S SIGNATURE_____
DATE_____
APPLICANT'S PRINTED NAME_____
TELEPHONE_____
CELL_____
FAX

Applications with 'original' signatures ONLY. Facsimiles, e-mails or other forms of electronic media transmissions will not be accepted.

HOW TO GET A CERTIFICATE OF OCCUPANCY

Why do I need a certificate of occupancy? If you are a new tenant/owner of an existing business, changing the name of your business or changing the use of your building, records must be updated with the City to provide the best service to you in the future. In addition, this is the appropriate time for City inspectors to provide you with a general life safety inspection of your occupancy to ensure you have the minimum provision for light, heat, ventilation, sanitation and egress of your business. If you are making changes to building elements, ex: wall construction, equipment installation, a Certificate of Occupancy Application does not apply to your project. You must submit a 'Commercial Building Permit Application' and that permit will conclude with a Certificate of Occupancy.

An application for Certificate of Occupancy can be found online at www.friscotexas.gov/building, then selecting 'Plan Review & Forms' located on the left-hand side of the webpage or at the **Customer Service Desk** located at 6101 Frisco Square Blvd, 3rd floor. It is recommended you make application in person at the **Customer Service Desk** and review your application with staff to ensure it is completed correctly during the time of submittal. This will help avoid delay in the review of your application. Additional information may also be required at the time of your application submittal.

Right to Occupy - The City needs to know you have the right to occupy the building. This can be remedied by providing a signed lease agreement or a recorded deed if you have purchased the property.

Site plan – A site plan may be required if you are changing the use of the occupancy to verify adequate site elements like parking and accessibility are being provided.

Space plan – A basic space plan shall be provided to ensure we understand what you are proposing to occupy and the use of each area within that space.

REQUIRED INSPECTION(S)

New Tenant/Owner or Name Change of an Existing Business – Not a Food Establishment

If there is no electrical and/or gas service established, you must first have an **Electrical Release** and **Gas Release** inspection by Building Inspections and service turned on before you can request any additional inspections¹. The franchise utilities require a release from the City if services have been disconnected for any period of time. If the electrical and gas are already established to the occupancy (and you do not anticipate a disconnection from the franchise service providers), only **Courtesy CO** and **Courtesy Fire** inspections are required. These two (2) inspections are requested to Building Inspections and coordinated to be completed during the same day.

New Tenant/Owner of an Existing Business - Food Establishment w/No Changes to Food Operations

It is recommended for any food establishment that you first contact Health & Food Safety to discuss any operational changes which may affect the requirements of occupancy. Additional documentation will be required to complete a review of a Certificate of Occupancy Application for Food Establishments. The 'Minimum Standards for Food Establishments' handout is available at the **Customer Service Desk**. If no electrical and/or gas service is established, you must first have **Electrical Release** and **Gas Release** inspections by Building Inspections and service turned on before you can request additional inspections. The franchise utilities require a release from the City if services have been disconnected for any period of time. If the electrical and gas are already established to the occupancy (and you do not anticipate any disconnection from franchise service providers) only **Health Final**, **Courtesy CO** and **Courtesy Fire** inspections are required. Health & Food Safety and Building inspections may be completed the same day if coordinated through Building Inspections prior to request.

HOW TO REQUEST INSPECTIONS OF YOUR OCCUPANCY

There are two (2) ways to request an occupancy inspection of your business. Inspections may be scheduled at the Customer Service Desk, located at 6101 Frisco Square Blvd., 3rd Floor at the time of application. To request an occupancy inspection via telephone, please call (972) 292-5386. Please ensure to provide the permit number assigned at the time of application, along with the street address (and suite number, if applicable) and business name. The cut-off time for a telephonic inspection request is 8:00PM the prior evening of the inspection.

If the Courtesy Fire inspection fails, you must contact the Fire Marshal's Office directly at (972) 292-6328 to schedule the reinspection.

1. Requirement for Gas Release inspection: Gas systems must be placed on pressure test by a licensed and register plumbing contractor for inspection. Low pressure systems require a 3lb. test on a 5 or 6lb. gauge. Intermediate pressure systems require a 10lb. test on a 15lb. gauge. Access shall be provided to all areas containing fuel fired equipment.